



STATE COMPENSATION INSURANCE FUND CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	STATE COMPENSATION INSURANCE FUND	RELEASE DATE:	Friday, December 26, 2008
POSITION TITLE:	SENIOR VICE PRESIDENT OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT	FINAL FILING DATE:	Friday, January 16, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	12022008_5

POSITION DESCRIPTION

The Senior Vice President of Human Resources and Organizational Development is a member of and active contributor to the executive/management team. This individual will be the State Fund's chief policy maker in the areas of human resources operations, labor relations, training, equal employment opportunity, employee assistance, organizational development, and strategic management (planning). The proposed position will be responsible for formulating policy and providing program management oversight to implement a comprehensive and coordinated human resources program which is in alignment with the State Fund's mission.

The Senior Vice President of Human Resources and Organizational Development will report directly to State Fund's President and Chief Executive Officer.

****PENDING SPB/DPA APPROVAL FOR THE POSITION AND LEVEL.****

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in

Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA

position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

To be qualified for this position, candidates should possess the following:

EDUCATION: Possession of a Master's Degree in Business Administration, Public Administration, Organizational Development or a closely related field.

EXPERIENCE: Ten years of experience in the human resources field, five of which shall have been at the managerial level.

ABILITY TO:

(1) Develop and execute a comprehensive organizational human resources structure that incorporates the business model of the insurance industry with State Fund's classification, selection and labor relations environment, allowing the State Fund to efficiently provide excellent business partnership to Executive, management, employees and other stakeholders. (2) Develop an effective organizational development plan which develops and utilizes the talent of the State Fund's workforce. (3) Act as the State Fund's spokesperson, both internally and externally, on all issues related to the human resources discipline.

KNOWLEDGE OF: (1) Principles, practices and trends of public and business administration as well as human resources and labor relations programs. (2) The laws, rules, policies and procedures of the State Personnel Board, Department of Personnel Administration and human resources policies of the State Compensation Insurance Fund. (3) Human Resources management and supervision, including the principles and application of Equal Employment Opportunity guidelines. (4) The organization, mission and statutory environment of the State Fund. (5) Human Resources operations, labor relations, training, equal employment opportunity, the Employee Assistance Program, organizational development and strategic management/planning. (6) The Organizational Development facets of workforce planning, talent acquisition, talent development and deployment, employee engagement and retention and leadership development.

DESIRABLE EXPERIENCE: Qualified candidates should also have experience in the following areas:

(1) Acting as a member of the executive/management team to support and assist in the achievement of State Fund's mission and goals. (2) Establishing program priorities, establishing programs to carry out these priorities, and evaluating the results. (3) Select, developing, motivating and managing subordinate managers. (4) Analyzing organizational and operational problems and developing timely and economical solutions. (5) Achieving corporate and program objectives through the effective use of available resources. (6) Gaining support for corporate goals, and promoting and encouraging a success-oriented, accountable work environment with an emphasis on customer service.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **SENIOR VICE PRESIDENT OF HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT**, with the **STATE COMPENSATION INSURANCE FUND**. Applications will

be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

STATEMENT OF QUALIFICATIONS: To be considered for this position, in addition to the standard state application (STD. 678), each interested applicant is required to submit a Statement of Qualifications with specific information on how his/her background, knowledge, skills and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics.

The Statement of Qualifications must discuss the following critical factors: (1) Describe your educational background, including any advanced degrees in the area of Business Administration, Public Administration, Organizational Development or a closely related field. (2) Describe your experience in the field of Human Resources field, preferably including at least 5 years' experience at the managerial level. (3) Describe your ability and experience in developing and implementing a strategic management plan that incorporates an efficient Human Resources structure and fulfills the needs of customers and other stakeholders. (4) Describe an experience that demonstrates how you have created or modified an organizational structure that meets the needs of various groups including executive, management, employees and customers. (5) Describe your experience in planning, organizing and directing the work of professional and other staff, and indicate how you would promote the development of leadership and workforce talent in a quasi-public, quasi-business environment. (6) Describe your knowledge and experience of the principles and practices of organization, management, and public administration. (7) Describe your knowledge/experience in the Organizational Development facets of workforce planning, talent acquisition, talent development and deployment, employee engagement and retention and leadership development. (8) Describe your knowledge/experience of Human Resources operations, including functions such as labor relations, training, equal employment opportunity, employee assistance, job classification and selection, including any experience in a civil service structure. (9) Describe your experience acting as a spokesperson with internal and external stakeholders on issues of Human Resources or a closely related field.

FILING INSTRUCTIONS

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than NINE pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

STATE COMPENSATION INSURANCE FUND, Human Resources
P. O. Box 420807, San Francisco, CA 94142-0807

Linda Cain | (415) 565-1160 | lscaain@scif.com

ADDITIONAL INFORMATION

ON-LINE APPLICATIONS may be accessed and submitted only via the State Compensation Insurance Fund internet site, www.scif.com/careers, under Exam Info - Current Exams. THE STATEMENT OF QUALIFICATIONS must be submitted either in person, by U.S. Postal Service, or by e-mail (e-mail address: lscaain@scif.com). EXAM ID NUMBER -- FOR HR USE ONLY: 30208KP

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The STATE COMPENSATION INSURANCE FUND reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>